



DE LEON TECHNICAL SERVICES, INC.

5215 THURLOW ST. STE 1

WPAFB, OH 45433

PHONE (937) 257-4199 FAX (937) 257-3477

[HTTP://WPTMO.WPAFB.AF.MIL](http://WPTMO.WPAFB.AF.MIL)

09 December 2005

To: Local Transportation Agents

From: 88 MSG/LGRTTH

Subject: Changes in the Personal Property Shipping Office

1. Effective immediately, all agents are to enter through the front Schuster Street entry. Any agent entering through the scale service door will be asked to exit and re-enter at the front.
2. Agent paperwork (files, 619s and 619-1s, invoices, and so on) will be available for pickup at the front desk.
3. If it is necessary to speak with a counselor, inspector, or supervisor for any reason, an appointment should be made or you will be asked to wait in the lobby until that person is available. Alternatively, you may email us using the listing available on the web site Agent page.
4. If you have any questions or concerns, please contact Debra Brown, Deputy Transportation Manager, at (937) 257-6222.

Respectfully,

Debra Brown
Deputy Transportation Manager

Inbound: (937) 257-2078
Outbound: (937) 257-4199
Nontemp Storage: (937) 257-6522
Inspectors: (937) 522-3671
Management: (937) 257-6222